



Benefit Services Division
P.O. Box 942711
Sacramento, CA 94229-2711
(888) CalPERS (225-7377)
TDD - (916) 795-3240; FAX (916) 795-3933

Reply to Section
Refer to No. (Mbr's SSA#)
Date

Dear

Congratulations on your decision to retire! This letter is to acknowledge receipt of your application for service retirement effective (date).

If you are currently enrolled in a CalPERS basic health plan you may continue your health insurance into retirement. Please contact your personnel office to ensure your health benefit coverage is active until your retirement processing is completed.

Please direct any questions about your retirement to the above address or phone numbers. These numbers are available 24 hours a day, 7 days a week. You may leave a message after working hours or on the weekend, and your call will be returned within 48 hours. Be sure to include your Social Security Number and daytime telephone number on all written inquires.

You may be entitled to receive a disability retirement if you are unable to work because of an illness or injury. If you wish to request service pending disability retirement, you must complete a Disability Application PERS-PUB-35. For other changes to your original application (e.g., retirement date change, cancellation of your application) please submit a written request to this office. The request must be received before the first warrant is issued. Please note that your retirement date cannot be earlier than the day following your last day on pay status or the first of the month in which your application is received by this System.

You will receive a notification of your retirement allowance prior to the issuance of your first retirement warrant.

Quality service is a high priority at CalPERS. We look forward to assisting you and making your transition into retirement a smooth and pleasant experience.

Retirement Eligibility and Payment Section

PERS-BAS-451A (08/02)